

City of South Bend
Administration & Finance Policy Manual



5.1 Computer Hardware Policy

Effective: May 1, 2010

Purpose: This policy defines the computer hardware policy of the City of South Bend.

Scope: This statement applies to all governmental units, enterprise operations, and operations of the City of South Bend.

Responsibility: This policy is the responsibility of the Controller of the City of South Bend. Changes or revisions to this policy are affected only with the consent and approval of the Controller.

Effective Date: This policy is effective May 1, 2010.

1.0 Policy Statement

The City of South Bend will establish a computer hardware policy, applicable to all city departments and bureaus, for the purpose of maintaining a consistent and cost efficient environment for data processing, general office and desk support activities.

2.0 Hardware Control

The Information Technology Department is responsible to define the hardware equipment vendor, models, configurations, servers and other equipment approved for use in city operations. This will include desk top and lap top computers, printers, scanners, facsimile equipment, monitors, keyboards, and all other connected hardware.

3.0 Hardware Purchase

All hardware acquisitions including purchase, lease, or other acquisition type require the advance approval of the Information Technology Department.

4.0 Hardware Replacement and Upgrade

It is the responsibility of the Information Technology Department to establish a process, protocol and schedule for hardware replacement and technology upgrade in all city departments and bureaus.

5.0 Acquisition Method

The Information Technology Department and Controller will determine the method of acquisition; purchase, lease, etc., to be used for hardware acquisition.